



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DEPUTY DISTRICT ATTORNEY I
DEPUTY DISTRICT ATTORNEY II
DEPUTY DISTRICT ATTORNEY III

Class No. 003929
Class No. 003928
Class No. 003927

■ CLASSIFICATION PURPOSE

To perform a wide range of criminal trial work; to advise County officials and law enforcement agencies on criminal legal proceedings and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

All positions in this series are allocated only to the Office of the District Attorney.

Deputy District Attorney I:

This is the first entry-level class of the series. Under general supervision, a Deputy District Attorney I prepares and prosecutes misdemeanor cases and preliminary felony hearings in the County's Judicial District courts.

Deputy District Attorney II:

This is the second entry-level class of the series. Under general supervision, a Deputy District Attorney II prepares and prosecutes primary felony cases in the County's Judicial District courts.

Deputy District Attorney III:

This is the journey-level class of the series. Under direction, a Deputy District Attorney III shares with a Deputy District Attorney IV in prosecuting cases consisting of murder, conspiracy, sexual assault, or fraud; these cases involve substantial public interest and/or complex legal principles. A Deputy District Attorney III may also supervise a team of junior Deputies in the performance of criminal trial work.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Deputy District Attorney I

Essential Functions:

1. Prepares and prosecutes cases in the Municipal or other courts and in Superior Court as training progresses.
2. Reviews evidence and advises law enforcement officers and complainants on law and criminal proceedings.
3. Interviews complainants and witnesses to obtain case information; prepares motions, orders, and other legal documents.
4. Assists higher level prosecutors in preparing and prosecuting Superior Court criminal cases.
5. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Deputy District Attorney II

Essential Functions:

All the functions listed above and

1. Prepares and tries criminal cases in the superior Court and in lower courts.

2. Represents the County on civil and criminal actions in family support (failure to provide) cases.
3. Interviews complainants and witnesses with regard to prospective criminal prosecutions; prepares pleadings and other papers in connection with suits, trials, hearings, and other legal procedures.
4. Prepares complaints for approval.
5. Directs or supervises investigations including alleged frauds.
6. Attends Medical Examiner's inquests, probation hearings, and arraignments in Municipal and Superior Courts.
7. Advises the general public and law enforcement officers on criminal proceedings.
8. Advises Probation Department officers on law and procedures relating to juveniles
9. Attends juvenile court in contested delinquency hearings.

Deputy District Attorney III

Essential Functions:

All the functions listed above and

1. Prepares and prosecutes a wide range of significant criminal cases in the Superior and Municipal Courts, including murder, conspiracy, sexual assault, and fraud cases.
2. Prepares and presents cases before the Grand Jury.
3. Interviews complainants and witnesses on prospective criminal prosecutions.
4. Supervises, trains, and advises junior deputies in the preparation and presentation of their cases.
5. Advises law enforcement agencies and complainants in matters of law, legal procedures, and criminal proceedings.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Federal and California criminal statutory and case law.
- San Diego Municipal and Superior Court procedures.
- San Diego District Attorney departmental policies.
- Criminal and civil law principles and procedures and their application.
- Current issues in criminal and/or civil law and justice.
- Rules of Evidence.
- Principles and techniques of legal research.
- County customer service objectives and strategies.

Deputy District Attorney III (in addition to the above):

- Principles and techniques of supervision and training.

Skills and Abilities to:

The following apply to all classes:

- Analyze and apply legal principles and practices.
- Prepare, organize, and prosecute criminal and civil cases.
- Interview witnesses and complainants.
- Advocate a wide range of criminal and/or civil cases.
- Prepare motions, orders, pleadings, and other legal documents.
- Present statements of fact, law, and argument clearly and logically, orally and in writing.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.

- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Deputy District Attorney III (in addition to the above):

- Try a wide range of criminal and/or civil cases that involve a high degree of public sensitivity and complex legal procedures.
- Supervise a team of deputies in the performance of trial work.
- Provide technical guidance and training to other attorneys.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Deputy District Attorney I:

Active membership in good standing with the State Bar of California.

Deputy District Attorney II:

1. Eighteen (18) months of experience as a Deputy District Attorney I in the County of San Diego, or at an equivalent level with another California county or city; OR,
2. Two (2) years of experience as an attorney at an equivalent level in the practice of criminal and/or civil law.

Deputy District Attorney III:

1. Eighteen (18) months of experience as a Deputy District Attorney II in the County of San Diego, or at an equivalent level with another California county or city; OR,
2. Three (3) years of experience as an attorney at an equivalent level in the practice of criminal and/or civil law.

Note: Positions in the District Attorney class series typically require qualifying experience to be in either criminal work or child support enforcement civil work. To qualify for a class level requires that an attorney has the specified amount of experience in either criminal or child enforcement civil work. Experience in these two areas may not be combined to meet the minimum experience requirements.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Incumbents must be active members in good standing with the State Bar of California.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Deputy District Attorney I: Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

Deputy District Attorney II/III: Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Revised: June 9, 1997

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Union Code: DA
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Variable Entry: Y
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